

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, HELD APRIL 7, 2009, AT 6:00 P.M., AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

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CALL TO ORDER AND ROLL CALL

Mayor Joens called the regular meeting to order at 6:00 p.m. Roll call was taken as follows:

COUNCIL MEMBERS PRESENT

Diane Joens, Mayor  
Karen Pfeifer, Vice Mayor  
James Chapman, Council Member  
Tim Elinski, Council Member  
Duane Kirby, Council Member  
Linda Norman, Council Member

COUNCIL MEMBER ABSENT

Terence Pratt, Council Member

STAFF MEMBERS PRESENT

Doug Bartosh, City Manager  
Rudy Rodriguez, Finance Director  
Scott Mangarpan, Project Manager  
Jody Fanning, Police Chief  
Jim Wixom, Street Maintenance Worker  
Police Commander Timothy Pierce  
Richard Faust, Parks & Recreation Director  
Tim Costello, City Engineer

Jeff Dollins, City Attorney  
Mike Casson, Fire Chief  
Roger Biggs, Project Coordinator  
Dan Lueder, Utility Director  
Richard Smith, Deputy Clerk  
Canine Officer Brian Campbell  
Canine Officer Kevin Murie

PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was led by Chief Casson.

BRIEF SUMMARY OF CURRENT EVENTS BY MAYOR, CITY COUNCIL AND/OR CITY MANAGER--  
THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION ON  
ANY MATTER BROUGHT UP DURING THIS SUMMARY UNLESS THE SPECIFIC MATTER IS  
PROPERLY NOTICED FOR LEGAL ACTION

Mr. Bartosh introduced Canine Officers Campbell and Murie who had returned from Narcotics Detection School with their dogs Dakota and Buster. He also stated that around April 26th repaving would begin on Highway 260 from the 89A interchange to Western Drive. Work would be done at night and police officers would assist directing traffic. On April 14th, Congresswoman Kirkpatrick would meet with business representatives, the Mayor, and interested Council Members at 9:45 a.m. in the Public Safety Building. At about 10:35 a walking tour of Old Town was scheduled.

Mayor Joens stated Congresswoman Kirkpatrick would afterward be going to the Senior

Center, to meet with the herself and seniors.

Council Member Kirby stated he had attended Legislative Day on March 25th, a Senior Commission meeting on the 26th of March, and Senior Day at the Legislature on April 1st, where he spoke with Senator Pierce about the need to fund senior issues. Tomorrow he would attend the Area Agency on Ageing Advisory Council meeting at 12:30 p.m.

#### CALL TO THE PUBLIC

Mr. Bob Oliphant, of 330 Desperado Drive, stated it was his belief that hiring a staff attorney for the city would be more cost effective than contracting for services as was done now.

#### PROCLAMATIONS—American Cancer Society Relay for Life Day; Substance Abuse Awareness Month; Water Awareness Month

Mayor Joens proclaimed April 24, 2009 as American Cancer Society Relay for Life Day and April as Substance Abuse Awareness Month and Water Awareness Month.

#### PRESENTATION OF CERTIFICATE OF APPRECIATION TO DR. BOB RICHARDS

Council Member Norman and members of the Council presented Mr. Bob Richards with a certificate of appreciation for his volunteer service at the “Walk-a-Mile” senior center event.

#### PRESENTATION OF PLAQUES TO FORMER PARKS & RECREATION COMMISSION MEMBERS JIM BOSTWICK AND JIM WIXOM AND TO CIVIC CENTER RENOVATION COMMITTEE PRESIDENT, JANET BASER

Mayor Joens and members of the Council presented Mr. Wixom with a plaque in appreciation and recognition of his 12 years of service on the Parks and Recreation Commission and other volunteer services to the City.

Due to the absence of Ms. Baser and Mr. Bostwick, it was decided to have their plaques presented to them at a future Council meeting.

#### APPROVAL OF MINUTES—Work Session of March 10, 2009, Special Joint Work Session of March 12, 2009, and Regular Meeting of March 17, 2009

Council Member Chapman stated the word “serve” should be corrected to read “service” on page 12, paragraph 6 in the minutes of March 10, 2009.

Mayor Joens stated page 2 of the minutes of March 12, 2009, should have some additional context added regarding discussion about Habitat for Humanity and on page 3 additional context should be added to clarify the discussion on big box stores and other businesses.

Council Member Kirby moved to approve the minutes with the corrections. The motion was

seconded by Council Member Norman and carried unanimously.

PRESENTATION AND EXPLANATION OF THE "HOME RULE" GENERAL ELECTION BALLOT QUESTION BY FINANCE DIRECTOR, RUDY RODRIGUEZ

Mr. Bartosh stated that, by law, the issue of Home Rule came up every four years. This year, more than ever, it was important to educate citizens as to what this meant. The issue would be on the May 19th ballot. Presentations had already been presented to staff members and the Council previously had been given a presentation regarding this issue.

Mr. Rodriguez showed a PowerPoint presentation and stated it was a condensed version of his previous presentation to the Council, scaled back and designed for presentation at meetings with citizens. It was occasioned by legislation passed in 1979 which imposed spending limits on municipalities based on revenue figures at that time with a formula for adjustments to account for population increases and inflation. Municipalities had the option to choose an alternative expenditure limitation called "Home Rule". This option has been approved in 7 successive elections by Cottonwood voters. The issue was again to be put to voters in an election to be held May 19, 2009. While the State formula had certain exclusions it did not take into consideration the expenses the city had taken on since the formula was devised, such as the fire department, utility department, the new library, wastewater treatment plant, and recreation center currently under construction. As a result, the State formula permitted \$11 million less spending in the current year than the Home Rule option would allow, and approximately \$6 million less for the successive 3 years. While revenue and taxes would remain unchanged under either option, the State formula would severely limit spending for current city services. Consequently, there would have to be major cutbacks in quality of life services and maintenance. While revenue would be collected as usual under the State formula, it would have to be invested rather than spent.

Mayor Joens stated Council members could choose to be advocates so long as city funds were not spent to promote any particular view.

Council Member Elinski asked if any cities had ever not passed Home Rule.

Mr. Rodriguez stated some years back Sedona failed to pass it, with devastating results. They were flush with cash which they could not spend.

Mr. Bartosh noted the City's educational pamphlet was being mailed to every registered voter.

Council Member Kirby stated the key to explaining this was that taxes would not go down, but services would.

Discussion ensued which took note of the additional financial burden an election imposed and staff time needed to address an issue whose solution should be a foregone conclusion.

Mayor Joens opened the floor to the public.

Mr. Bob Oliphant, of 330 Desperado, asked what type of ballot was being used for the election.

Mayor Joens stated the election would be conducted as an all mail ballot election.

**UNFINISHED BUSINESS—None**

**CONSENT AGENDA—The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council Member or a citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda**

**APPROVAL OF PAY APPLICATION NUMBER 19 FOR THE LIBRARY EXPANSION PROJECT**

**APPROVAL OF PAY APPLICATION NUMBER 6 FOR THE AIRFIELD ELECTRIC UPGRADE PROJECT AT THE COTTONWOOD AIRPORT**

**APPROVAL OF A SPECIAL EVENT LIQUOR LICENSE APPLICATION SUBMITTED BY BUENA VISTA CHILDREN'S SERVICES FOR A FUNDRAISING EVENT SCHEDULED FOR APRIL 25, 2009, AT RIVERFRONT PARK**

**RESOLUTION NUMBER 2434—MAKING KNOWN THE CITY'S COMMITMENT TO THE PRINCIPLE OF FAIR HOUSING AND DESCRIBING ACTIONS IT SHALL UNDERTAKE TO AFFIRMATIVELY FURTHER FAIR HOUSING**

No Council Member or member of the public requested any item to be pulled for further discussion.

Council Member Norman moved to approve the consent agenda. Council Member Elinski seconded the motion which carried unanimously.

**NEW BUSINESS—The following items were for Council discussion, consideration, and possible legal action**

**APPROVAL OF THE STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL SERVICES RELATING TO THE NEW UTILITY DEPARTMENT COMPLEX DESIGN PROJECT**

Mr. Biggs stated in February the City purchased the Foxworth property at 111 North Main Street to serve as offices and an operations center for the Utility Department. The Police Department would use a portion of the property for a storage facility. The building required extensive renovation to bring it up to current standards and to transform it to suitable office space for the billing staff, management, and equipment yard. A Statement of Qualifications (SOQ) process for architectural design was advertised. Thirty packets were sent out to

interested architectural firms, of which 9 were returned by the due date of March 10, 2009. The SOQ packet contained a stipulation that the respondent must have “demonstrated experience with local area conditions in construction.” The 9 packets returned were reviewed and rated separately by the scoring committee, composed of police Commander Tim Pierce, Scott Mangarpan, Project Manager of the Public Works department, and himself. The 4 top-rated firms were invited for oral interviews and rated separately based on their answers to 4 questions. Staff requested the Council approve the SOQ ranking as determined by the scoring committee, and to authorize the utility director to negotiate a scope of work for design services with the highest rated firm, which would then be submitted to the Council for further consideration.

Council Member Elinski asked how solicitation of local architects had been done.

Mr. Biggs stated 4 of the 9 respondents and 1 of the final 4 were local architects. Their experience appeared to be primarily in residential and commercial construction, while the 3 other finalists had experience with local government buildings which were required to be more secure structures. It was thought this experience was more appropriate.

Council Member Kirby asked how a firm based in Tucson would have better knowledge of what was going on in Cottonwood than firms that were local.

Mr. Biggs stated that firm had done work previously in the Verde Valley and was currently working on a project at NAU.

Council Member Kirby stated that was not giving adequate consideration to local firms. Local firms could use the work and there were those who were qualified to do it.

Mayor Joens asked if the Council had the right to choose a local firm. Council had heard a recommendation from trusted staff sources who had not chosen a local firm, but the Council had concerns about promoting the local economy whenever legally possible.

Mr. Dollins stated when spending public money, the Council had fiduciary responsibility under statute to obtain the best value possible. While it was understandable that the Council wanted to benefit local businesses, it was critical that it obtain the best product for the money spent, and that it rely on staff to make the selection. While the Council did retain final determination, it was important to remember that while it may want to promote local business it was critical that government spend public money wisely and get the best benefit for the dollars spent and that may not always be with a local firm. All factors would have to be considered.

Mayor Joens stated when staff wrote the SOQ they did actually try to put something in the requirements to ensure opportunity was given to local contractors by requiring “a demonstrated experience with local area conditions and construction”.

Mr. Bartosh stated staff went out of their way to look for and encourage local architects to

apply.

Council Member Kirby stated he noted that Ted Cooke and Chris Vernosky both ranked highly, in the 200's. He asked why we only chose four finalists.

Mr. Biggs stated staff started with the highest rated firm and would first offer them the chance to produce a scope of work. If a negotiated settlement could not be reached, we would go to the next highest rated firm, and so on.

Mayor Joens asked if it was correct that the ratings were not determined just by price and that we did not have to take the least expensive firm and whether it was more about their ability to do the work.

Mr. Biggs replied, yes.

Mayor Joens opened the floor to the public.

Mr. Ralph Bauer, of 814 North 7th Street, stated value was a relative matter. Besides the cost of construction one should consider how much of the amount paid would be spent locally. Additionally, environmental impact from travel should be taken into consideration and pollution factors which would affect our clean air.

Mayor Joens asked if any of the selection committee members wished to comment.

Mr. Mangarpan stated the short list started with 9 firms, half of which were local. His choice, as a third of the selection committee, was based strictly on qualifications. He believed the firm selected was the most architecturally qualified. The principal was actually from this area and simply happened to be working in Tucson now.

Mr. Dollins stated the way this particular SOQ was set out to hire a service, it was not strictly a dollar issue. Council had the responsibility to spend public money wisely but could take other factors into consideration.

Commander Pierce stated consideration had been given to local firms. The matter now being considered did not apply to construction but just to the architectural and drafting plans for what needed renovation, demolition, and new construction. The actual construction would come later. What made this project different and more diverse than many other city buildings was that the building would house utility and police department personnel. There were the security and safety issues of the front desk staff of the utility department who worked with cash, and there was the total security of the entire building and that of the law enforcement presence that would be there, as well as security for the ingress and egress of the entire facility in an area bounded on one side by a residential neighborhood and the other by Main Street. All these factors were considered when the committee's selection was made. The top three firms and especially the one chosen, had extensive experience with secure environments including the Tempe Police Department,

court houses and other government facilities that required security. They had good architectural craftsmanship that would be sufficiently robust to deter someone coming in and trying to take advantage of a situation. Despite a desire to hire local firms, the qualifications criteria were such that this firm was determined to be the best.

Mayor Joens stated the evidence portion of the building required extensive security.

Vice Mayor Pfeifer stated she was concerned that in a time of budget tightening it appeared we were giving a blank check to a firm to do the SOQ. She thought there would be a SOQ with a dollar amount attached.

Mr. Bartosh stated money could not be a consideration in SOQ selection, which had to be based on qualifications. Then negotiations could be conducted to determine a price. If a price could not be agreed upon, another firm could then be selected with whom to negotiate. The government allowed this because, when looking for services it was not always advantageous to have to accept the lowest bid.

Vice Mayor Pfeifer asked why we could not ask the top four firms to prepare a scope of work and a price so we could have something to compare.

Mr. Dollins stated the City Manager was correct in saying that the procurement code was not the sole criterion for selecting services and that the firm hired had to have the appropriate experience and skills to do the job.

Mr. Costello stated there was not a blank check. An agreement would be reached for consideration by the Council regarding cost.

Council Member Kirby stated there was no way to compare and that it was essentially a blank check. He felt very strongly that we had not included enough local architects in the final selection group. We could at least go to six or two or three more. It was hard for him to believe that a rating of 209 and a rating of 229 had that much difference between them. He was not happy with the selection of four for oral interviews and all the others being left out. He agreed with the Vice Mayor that the Council ought to have all 4, or maybe 6, present a scope of work and prices for it, so that the Council could judge what it was getting and so it could know better what it wanted to do and how it would be paid for.

Council Member Elinski stated he felt staff had picked the top four out of 30 and he would be comfortable trusting staff to hire any of the top four. If the Council wanted to go with a local firm he would be comfortable with that. Architectural costs represented about 10 percent of the total cost of the project. It would be actual construction that would really inject cash into the local economy. The Council's hands might be tied legally, asking each of the top applicants to make submissions.

Mr. Bartosh stated that would have to be researched, but it must be seen as a fair process based on qualifications. The fact that someone was a local contractor and selected for that

reason may not be seen as a fair process and could potentially be a liability.

Mr. Dollins stated research would have to be done, but there was a clear protest procedure if someone clearly was shown to be the most qualified and was not selected, but was passed over for another firm based solely on where its head office was located.

Mr. Bartosh stated it was akin to Affirmative Action where people could be encouraged to apply and create a diverse pool to apply a fair testing process on, but where you could not go lower down the list and choose someone based on race or nationality because that would be an unfair process. It was similar here. We had strongly encouraged local participation and had a fair process with the scoring based on qualifications.

Mayor Joens asked if the matter could be tabled until Thursday night.

Mr. Dollins stated if the Council was given a recommendation made through a process created by staff and then made a decision that looked as if it was not based on that process in which the applicant firms participated in good faith; it left the Council open for a potential lawsuit and liability.

Mayor Joens asked if there was any way to write these things differently.

Mr. Bartosh stated that was exactly what they had tried to do in this process by including the criterion of "demonstrated experience in the local area". All of these firms had local experience, so it then came down to other criteria.

Vice Mayor Pfeifer moved to table the matter until Thursday. Council Member Norman seconded the motion which carried unanimously.

AWARD OF BID FOR AN UNDERGROUND JOB ORDER CONTRACTING BID FOR ARSENIC REMEDIATION EQUIPMENT PIPING MODIFICATIONS FOR WELL SITES 4-1, 4-2, AND 6-2

Mr. Biggs stated the City was required under state and federal regulations to provide arsenic remediation at city owned well sites with arsenic concentrations above 10 ppb (parts per billion). Basin Water, under contract to the City, had delivered 3 arsenic treatment modules to city well sites 4-1, 4-2, and 6-2, serving Verde Villages 4 and 6. The sites required additional modification and underground piping connections before the treatment modules could become operational. Three bids were received under the city's existing job order contract qualifications based system for underground contracting services. Staff recommendation was to award the bid to the lowest bidder, Tiffany Construction for a cost of \$13,652.

Council Member Kirby asked how there could be such a wide variation in bids, from \$45,000 to \$13,000.

Mr. Biggs stated it probably had to do with Tiffany's familiarity with the well sites. They had



worked on them in emergency situations in the past and they knew what was on the ground at these sites.

Council Member Kirby moved to award the job order contracting bid for underground piping modifications at well sites 4-1, 4-2, and 6-2 to Tiffany Construction, for a cost of \$13,652. Council Member Elinski seconded the motion, which passed 5-1, with Vice Mayor Pfeifer dissenting.

APPROVAL OF AN AGREEMENT WITH ARIZONA PUBLIC SERVICE TO CONSTRUCT ELECTRICAL DISTRIBUTION FACILITIES FOR THE NEW RECREATION CENTER

Mr. Mangarpan stated this was request to approve an agreement with APS to install a transformer and primary cabling from the street as well as secondary cabling from the transformer to the recreation center building. They would also relocate a power pole at no charge. The contract was standard and would come from funds previously budgeted for this work. APS would not do any of the work or even order the transformer until they had received full payment, up front.

Council Member Kirby moved to approve the agreement with Arizona Public Service that APS construct electrical distribution facilities for the new Recreation Center for the amount of \$48,413.41. Vice Mayor Pfeifer seconded the motion, which carried unanimously.

APPROVAL OF GRANTING THREE UTILITY EASEMENTS TO ARIZONA PUBLIC SERVICE TO PROVIDE ELECTRIC POWER TO THE NEW TRANSIT CENTER

Mr. Costello stated there were 3 electrical easements across 3 parcels to bring electric in off of West Mingus Avenue to the new transit center.

Council Member Norman moved to approve the three easements with APS to provide electric power to the new transit center. The motion was seconded by Vice Mayor Pfeifer, and carried unanimously.

REQUEST FROM WASTE MANAGEMENT TO INCREASE THE FEES FOR DISPOSAL OF SOLID WASTE AT THE COTTONWOOD WASTE TRANSFER STATION

Mr. Bartosh stated he had received a letter from Waste Management requesting a rate increase effective June 1, 2009. The last increase was in June 2005. According to the agreement with Waste Management they had the right to request a fee increase at the transfer station. It must be considered and approved by the Council and could not be unreasonably withheld.

Mr. Mark Allen, of Waste Management, stated there had been no rate increase since 2005 and the facility was operating in the red.

Council Member Chapman asked how a determination was made whether someone was a

resident of Cottonwood or not.

Mr. Allen stated through driver's license or letterhead showing an address.

Mr. Dusty Ralston, also of Waste Management, stated most people were already known to the facility operators as repeat customers, but initially customers had their residential status verified.

Mayor Joens asked how many people, in and out of the city, used the facility.

Mr. Ralston stated now, in a slow time, there were about 30 customers day, of who 5 would be non-residents, generally contractors.

Mayor Joens stated that it was tough in these times for prices to go up.

Mr. Allen stated there had been annual rate increases at the regular land fill while this was the first one in five years at this facility.

Council Member Elinski asked if it might be possible to have small annual increases rather than one large one after a number of years.

Mr. Allen stated that had been addressed in his letter to the city manager.

Mayor Joens noted there was an added benefit included of 18 roll-off containers and discounted rates for their use in community clean ups.

Council Member Elinski moved to approve the solid waste transfer station rate increases requested by Waste Management effective June 1, 2009. The motion was seconded by Vice Mayor Pfeifer, and carried unanimously.

APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH THE COTTONWOOD COMMUNITY GARDEN, LLC., FOR THE COMMUNITY GARDEN PROJECT AT RIVERFRONT PARK

Mr. Faust stated staff requested approval for the memorandum of understanding (MOU) as it pertained to the Cottonwood Community Garden, LLC (CCG) project at Riverfront Park. The document set out the direction and scope of the project. It included phases in the project design. City assistance had included tree removal, a road beside the dog park, and a parking area.

Mr. Ralph Bauer, of 814 North 7th Street, President of the CCG, stated his approval with the MOU. Gophers were being eradicated and fencing was soon to be installed.

Mayor Joens asked how he was working with the community.

Mr. Bauer stated there were 108 plots, one fourth of which were left fallow, leaving 76 plots,

of which 55 had already been taken. As well as individuals, he was working with charities and food banks. The Old Town Mission had committed to a plot. 10 to 20 percent of the area was intended to be set aside for charitable purposes.

Council Member Kirby moved to approve the memorandum of understanding between the City of Cottonwood and the Community Gardens, LLC. Council Member Elinski seconded the motion, which carried unanimously.

#### REJECTION OF ALL BIDS RECEIVED ON DECEMBER 30, 2008, FOR CITY FACILITIES WASTE REMOVAL SERVICES

Mr. Faust stated staff normally conducted a bid process every 3 years for waste removal at all of the City's facilities. This included an itemized list of containers needed at different site locations. Two solicited bids had been received. After the bids had been received staff began to look into the alternative of recycling, and thought it behooved the City to move in that direction. Therefore, staff requested that both bids be rejected as was allowed under terms of the bid proposal. It was thought to be in the best interest of the City to go back out to bid for recycling whose costs were thought to be nearly the same amount as for traditional waste disposal, based on a meeting with and a cost analysis made by Verde Earthworks whose estimate was for recycling at all City offices. Staff would like the opportunity to show that the City is interested in recycling.

Mayor Joens stated she would support going back out for bids because the Council stated in its Strategic Plan last year that recycling was considered important. This would be the first step in that direction.

Council Member Elinski stated that by putting out recycling bins we would brand ourselves as the City that cared and was forward thinking, which he thought was important.

Mr. Faust stated three-fourths of the city's waste was paper, plastic, cans and cardboard. By not disposing of it as trash, we could reduce the size and number of dumpsters needed. Estimates were that the cost of recycling would be approximately \$15,000.

Council Member Kirby moved to approve the rejection of all bids and to authorize staff to move forward with the further investigation of recycling opportunities and services. Council Member Norman seconded the motion, which carried unanimously.

#### APPROVAL OF SUBMITTING AN ARIZONA AUTOMOBILE THEFT AUTHORITY GRANT APPLICATION FOR A VEHICLE IDENTIFICATION NUMBER ETCHING MACHINE & EVENTS

Chief Fanning stated staff was asking to be able to submit for a grant to the Arizona Automobile Theft Authority (AATA) in the amount of \$10,461 of which \$6,868 would be for officer overtime and etching operations and \$3,593 for new VIN etching equipment to replace outmoded equipment which could no longer be serviced. VIN etching onto car windows was a car theft prevention and recovery measure. This grant had no requirement

for matching funds from the city.

Council Member Norman moved to approval the submittal of the AATA public awareness grant requesting \$10,461 for overtime and VIN etching equipment. The motion was seconded by Council Member Kirby and carried unanimously.

APPROVAL OF SUBMITTING A BYRNE JAG GRANT APPLICATION FOR FUNDS TO UPDATE THE POLICE DEPARTMENT'S COMPUTER INFORMATION SYSTEMS

Chief Fanning stated this too was a grant which did not require matching funds from the city. We would be one of the few agencies in the state to be eligible to receive such a grant due to the staff of the records department maintaining and reporting records in a timely and professional manner. The grant made \$25,735 available. Use of the funds was discussed at a public hearing. It was felt the best use of the funds would be to upgrade the police department computer system which would otherwise not be possible within current budget constraints. The dispatch center's computers were currently overtaxed and upgrading would reduce any risk of their failure. Staff asked that the Council affirm the use of these funds to purchase new equipment was appropriate.

Council Member Kirby moved to approve the submittal of the Byrne JAG grant application to request grant funds for upgrading the police department's information systems. Vice Mayor Pfeifer seconded the motion, which carried unanimously.

COUNCIL RECOGNITION OF RETIRING BOARDS AND COMMISSION MEMBERS, PROCEDURE, AND BUDGET

Mayor Joens stated receiving plaques in recognition of service was important for people who had served on commissions and boards for the City. Departments, generally, had been responsible for acquiring and distributing recognition plaques. Occasionally, omissions occurred. Since boards and commissions were appointed by and served the Council, she asked if the Council would like to create a procedure that would ensure no one dropped through the cracks and the Council would adopt a formalized procedure to give recognition due and present appropriate plaques. Her suggestion to the Council was that it consider having a procedure where people who served their full terms be recognized by the Council.

Council Member Kirby asked if it couldn't be done at the annual recognition dinner.

Mayor Joens stated doing it at a Council meeting ensured there would be a permanent record made in the minutes.

Council Member Elinski stated it might be good for the Chair of the Commission to decide how a plaque should be presented.

Council Member Chapman expressed his approval for it being put on the permanent record.

Council Member Norman suggested, and Vice Mayor Pfeifer agreed, that recipients ought to have a choice of how and where they were to receive any presentation.

Council Member Elinski stated mention could be made at a Council meeting regardless whether recipients wished to personally attend a Council meeting, which would ensure mention would be made in the permanent record.

Mayor Joens stated staff would have to be involved with choosing and purchasing plaques.

Mr. Bartosh stated it could be taken care of. The amount of work and the costs were not insurmountable.

Discussion followed about how best to set and document a procedure to ensure it was maintained consistently through the years.

Mr. Bartosh stated he would look into the matter and report back to the Council at the next regular meeting, April 21st.

Mayor Joens asked if the Council agreed that plaques should be awarded for public service and that service should be read into the record at Council meetings. Presentations would be made in person at the Council meeting should the recipient so desire. Recognition could still be given at the annual recognition dinner.

Consensus was that a procedure should be prepared as discussed and presented to the Council for consideration.

#### WATER AWARENESS MONTH AND OPPORTUNITIES FOR THE COUNCIL TO INTERFACE WITH THE COMMUNITY REGARDING CONSERVATION MEASURES, PROGRAMS, AND SEMINARS

Mayor Joens stated staff had been doing a whole lot on conservation. We were chosen by the Arizona Department of Water Resources to participate in their conservation outreach plan. The Utility Department would give a presentation to the Council at its next meeting, in conjunction with April as Water Awareness Month. She wanted to personally interface more with the public on conservation issues. Possibly the Council could have a seminar for the public on conservation sponsored by the City or be involved in special projects or activities, such as the school water use audit.

Council Member Chapman initiated a discussion about how best to address industrial water use, especially in restaurants, for which we already had a Rinse Smart program available.

Mayor Joens stated it was her desire to move ahead on conservation. That could best be done after hearing from staff on things that they had already accomplished.

CLAIMS & ADJUSTMENTS

Council Member Chapman moved to pay the claims and adjustments. Council Member Kirby seconded the motion, which carried unanimously.

ADJOURNMENT

Mayor Joens moved to adjourn. Council Member Norman seconded the motion, which carried unanimously. The regular meeting adjourned at 8:28 p.m.

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Diane Joens, Mayor

ATTEST:

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Richard Smith, Deputy Clerk

CERTIFICATION OF MINUTES

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of Cottonwood held on April 7, 2009. I further certify that the meeting was duly called, and that a quorum was present.

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Richard Smith, Deputy Clerk

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Date